Rules of the BENOR-i3-mark
Certification rules Products

The guarantee of a good mechanical protection against intrusions

For more information about the present Rules:

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These rules are edited in French, Dutch and English.
For the official implementation of the rules only the original French version is taken into account in order to avoid interpretations due to translation.
It can freely be consulted.

The rules are property of asbl ANPI vzw whose members represent all actors involved in the market of fire and intrusion prevention:

Group nr 1: the insurance companies and their professional organization (Assuralia);
Group nr 2: the authorities;
Group nr 3: the professional organizations representing the certification bodies or bodies being capable of becoming a certification body;
Group nr 4: the organizations representing the users that are not represented in Group nr 1;
Group nr 5: organizations of standardization, training, research, inspection and laboratories.

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Definitions

Those definitions will be referred to with a capital letter every time the i3-rules uses them.

Note: the terms explicitly defined by a paragraph in the i3-rules are not listed underneath but in italic in the text of the rules.

Applicant	The Manufacturer, the Distributor, the Master joiner, the Recognized Installer, or any other natural person or legal body having introduced a certification request for a Product or a Kit
Auditor	Person carrying out administrative control acts in the framework of the procedure of the certificate delivery or the certification surveillance procedure. Those acts are carried out according to the standard. The Auditor mainly validates the presence of the necessary documents, understands its contents, and dresses the correlation with the audited environment. This person has to be familiar with the aimed technical aspects in order to have the necessary judgement and take the necessary decision for his observations.
Authorized manufacturer	Manufacturer authorized to manufacture a Product according to the specifications and a complete work instruction of the Patented manufacturer.
Certificate BENORIi3	Document delivered by the Division Certification from ANPI asbl that guarantees that the prescriptions of the BENOR-Ii3 referentials are met.
Certificate holder (Manufacturer with License)	Applicant having obtained a license allowing to use the mark i3 on a Product.
Certification audit	Administrative and/or technical control act carried out by an Auditor (not to be confused with an Inspector) in the framework of the certification delivery.
Certification file	File to be submitted for obtaining the certification and to be completed afterwards with every information that could have an impact on the quality of the production or that has been modified.
Component	Simple element such as profile, packing, glazing, hinge, closing point, etc. that has not to be assembled with another element.
Distributor	Natural person or legal body that is legally responsible to put Products or Kits on the market (importer, wholesaler, retailer, etc.).
Façade unit	Product the present rules are about. It has to be ready to be installed on site, complete with installation instructions.
Inspection	Technical control act carried out by an Inspector (not to be confused with an Auditor) in the framework of the site surveillance during the installation of a Product. The Inspection is not the subject of the present rules since the on site installation is not covered by the Certificate holder of the Product or Kit. It is mentioned here because the inspection reports can be used by the Auditors in the framework of the certification surveillance. It also allows the project owner to be sure, by means of a third party, that the complete quality chain, from the manufacturing of the Product to its installation, has been respected.

Inspector	Person carrying out technical control acts on Products or Kits installed on site. Those acts are carried out in conformity with the standard EN 17020.
Kit	Complete set of Components and Systems to be assembled on site in order to form the Product
Label BENOR-i3	Label applied on the Product that shows the certification of the Product. The Label BENOR-i3 shows to all those who use the Product that the entire quality chain at the manufacturing level of the Product has been respected.
Licensee	See Certificate holder
Management Committee Mark i3 (MCMI3)	Committee in charge of the management of the referentials of the mark BENOR-i3. In the ideal situation, the members of this committee are Members of ANPI asbl, and, by any means, have to comply to the same conditions as those Members.
Manufacturer (Producer)	Natural person or legal body manufacturing a Component, a System, a Product or a Kit.
Manufacturer with License	See Certificate holder
Manufacturing under license of a third party	Manufacturing done in conformity with a certified Product for which the certificate is held by another Manufacturer. The Manufacturing under License makes it possible not to do all the tests again on an already certified Product. Therefore an explicit agreement (convention) from the original Certificate holder is necessary. All of the Authorized manufacturers have their own license (their own certificate) and are responsible for their own production. The certification delivered for a Manufacturing under license expires at the same validity date as the certificate of the Patented manufacturer.
Organism in charge of surveillance audits	Organisation ISO17065 accredited in the required domains in charge of the verification that the technical criteria imposed by the I3 referential are correctly observed.
Patented manufacturer	Manufacturer possessing the patent of equivalent right on a Product.
Producer	See Manufacturer
Product	Complete door or window ready to be placed on site.
Surveillance audit	Administrative and/or technical control act carried out by an Auditor (not to be confused with an Inspector) in the framework of the certification surveillance procedure.
System	Assembly of Components (for instance two profiles, a profile and an integrated packing, etc.) destined to be integrated into a set that will form the Product.
User of the mark	Manufacturer who holds a license to make use of the mark BENOR-i3 for the products covered by a certificate.

1. Domain of application

The present **Rules of the BENOR-i3-mark** precise per type of Product, the technical criteria that have to be complied to in order to obtain certification according to the ANPI specification. It is completed by the **Rules of the BENOR-i3-mark - Administrative and legal clauses** about the use of the mark.

The mark BENOR-i3 is meant for Elements from buildings in wood, metal or synthetic materials ready to be installed in order to resist at least 3 minutes against intrusion attempts. It is about the complete mechanical Elements. The mark BENOR-i3 is also about the prescriptions and modus operandi of the installations, but is not meant for the installation itself.

The applicable requirements are those stipulated in the standard EN 1627. In the framework of the present rules only the classes RC2, RC3, RC4, RC5 and RC6 are recognized. The products proven to be in conformity with inferior classes can not be certified in the framework of the present rules.

The following Elements enter in line:

Door
- complete element:
  - … Door leaf and its frame;
  - … Ironmongery (hinges, lockset, closing points,….);
  - … Glazing (if any).

Window and French door
- complete element:
  - … Window leaf and its frame;
  - … Ironmongery (hinges, lockset, closing points,….);
  - … Glazing.

Roof window
- complete element:
  - … Window leaf and its frame;
  - … Ironmongery (hinges, lockset, closing points,….);
  - … Glazing.

Roller shutter
- complete element:
  - … Shutter and its frame;
  - … Ironmongery (hinges, lockset, closing points,….).

Garage door
- complete element:
  - … Door leaf and its frame;
  - … Ironmongery (hinges, lockset, closing points,….);
  - … Glazing (if any).

Area way
- complete element.

Roof dome – opens – does not open
- complete element:
  - … the frame;
  - … Ironmongery (hinges, lockset, closing points,….);
  - … Glazing and/or synthetic materials.

The mark BENOR-i3 is not about:
- Anti ram raid poles;
- External elements to buildings such as barriers, grillages, fences, access ladders;
- The construction elements of the building itself (walls, roof …).

2. Certification steps

There are 5 certification steps:
1° Initial evaluation of the Certification request file handed over by the Applicant;
2° Initial evaluation of the conformity of the Product with regard to normative documents, amongst others by means of tests carried out in laboratories that are accepted by the certification body (see annex 8);
3° Certification decision
4° Periodical surveillance audits by an organism recognized by the Management Committee of the Mark i3
5° Maintain or withdraw the certificate.

The added value of the BENOR-i3 certification is not only to validate the quality of a Product at the moment of its initial certification but also to guarantee this same quality in time through checks and audits, at the distribution points.

The implementation of the certification system is written down in the quality manual and/or the procedures of the Division Certification from ANPI and audited and accredited by BELAC, according to ISO/EN 17065.

3. Criteria to which the Products have to comply

3.1. Applicable specifications

The applicable standards are listed in Annex 3.

If there is no standard for the concerned Product, the applicant will submit in his technical file all possible studies that justify the quality of the presented Product. A short technical document could be written in order to register the test procedure and the technical criteria so that similar Products that would be presented afterwards can be treated in the same way.

3.2. Administrative criteria

The applicant has to meet the following conditions:

- the proof of conformity of the Product with the prescriptions indicated in the evaluation report, based on the tests and/or visits mentioned in the present rules;
- if applicable, delivery of a copy of the CPD-CPR certificate(s) and the DOP;
- a copy of the installation note
- having signed the certification convention according to model in annex 2;
- the obligation to add a copy of the manual or an internet link to the user manual and installation note to each delivery of the certified Product(s).

If one of the conditions underneath are not fulfilled the request can be rejected.

During the process of his request the applicant can send remarks to ANPI and, if necessary, be heard about the subject by the Management Committee of the i3 mark.

Two cases:

- It can be demonstrated that the Product already complies to the applicable specifications

Important note: submitting a quality certificate is not sufficient. It is above all necessary to submit the test report(s) under accreditation allowing to justify that the tests have been carried out for the submitted Product.

The report(s) will be evaluated by the ANPI laboratories that will transmit the result of their evaluation simultaneously to the Applicant and to the Division Certification from ANPI.

- It can not be demonstrated that the Product complies to the applicable specifications

The tests have to be carried out according to the applicable specifications by the ANPI laboratories or by another laboratory recognized by the Management Committee of the Mark i3 that will transmit the result of their evaluation simultaneously to the Applicant and to the Division Certification from ANPI.

3.3. Take-over of BOSEC-TCC4-certificates delivered by ANPI

The conversion of the BOSEC-TCC4-certificates into a BENOR-i3-certificate according to the present rules is done by closing down the certification file under the BOSEC-mark and by opening a new file under the BENOR-i3 mark. This is only possible through a control audit of the product(s) by ANPI in order to check whether the product(s) ha(ve)s not been modified and that the request is done before the 31st of December 2021.

4. Certification treatment

4.1 Basic conditions

The Applicant or Certificate holder has to take the following steps:
a) submit an official request, correctly filled in and signed by a mandated representative,
b) submit the necessary information,
c) go along with the terms that are applicable to the certification system during the validity period of the certificate,
d) facilitate the evaluation management,
e) only use the mark or promote it according to the authorized stipulations,
f) stop the use or promotion of the mark as soon as the certificate is no longer valid or as soon as the mark is suspended or withdrawn,
g) pay the costs and fees for the certification.

Note: Every written information request from the Division Certification from ANPI to the Applicant that has not been answered can give cause to a reminder. In case that, after a month, there has been no answer to the reminder, the Applicant is informed, without affecting the rights to appeal, that his file is closed. The file is returned to the Applicant. The amounts already invoiced cannot be recovered.

4.2. Treatment of the requests

Before introducing the request the Applicant gets the Product(s) tested directly in laboratories that are present in the list of laboratories recognized by the Management Committee of the Mark i3. The mission and test request are dealt with directly between the Applicant and the laboratories.

4.2.1 Stipulations for a certification request

The Applicant submits his request to the Division Certification from ANPI by means of the certification request form for the use of the BENOR-i3 mark mentioned in annex 1. Only the use of this form is valid and excludes any other document.

4.2.2. Registration

On receipt of the request, the secretariat of the Division Certification from ANPI undertakes the following actions:
1. Registration of the request and assign a file number;
2. Forwards to the Applicant within 10 working days:
   a) the registration number of the file
   b) the rules of the BENOR-i3 mark
   c) the present Product rules containing the following
      - the technical certification stipulations,
      - the contents of the technical file that has to be submitted for certification,
      - the invoice for the registration rights.

4.2.3. Receptivity of the request and certification project – Application review

On receipt of the technical file and the proof of payment of the registration rights the administrative staff from ANPI undertakes the following actions:
1. verification of the completeness of the request file;
2. treatment of the request;
3. composition of the certification file;

The certification file is composed within 10 working days, counting from the receipt date of the complete request file and the payment of the amounts invoiced by ANPI.

4.2.4 Certification process (Evaluation, review and decision)

The technical staff from the Division Certification of ANPI:

1. does this based on all information and on the certification file,
2. requests complementary information, if necessary
3. gives an advice,
4. decides to deliver the certification or not

The decision is taken within 15 working days starting from the transmission of the certification file by the administrative team.

4.2.5. Delivery of the certification

The Division Certification of ANPI:

1. informs the Applicant when the decision is negative
2. sends the request to the Applicant when it is about a complementary information request.
3. When the decision is positive the original certificate is drawn up after having received the signed certification convention (see model in annex 2) that is sent to the Applicant.

The Applicant receives a license number for the first product for which he obtains a certificate. All other certificates of the mark that he will obtain in the future will fall under that same number.

The treatment is done within 15 working days after having received the conclusions of the decision.

4.2.6. Duration of the certification

The certificate always remains valid as long as:

- The Certificate holder pays the annual fee;
- The surveillance audits take place;
- The product is not modified.

In case one of the specifications mentioned on the certificate have been amended or revised, it has to be proven to the Division Certification from ANPI that the concerned product(s) is (are) still in conformity with this amendment or revision and this according to the same conditions as the initial study and within a period of 2 years, or another period determined by the MCMI3, following the publication of that same amendment or revision.

This duration depends on the implementation of new binding laws or standards or specific prescriptions (technical note …). In that case the MCMI3 decides upon the certification duration and the possible time periods to redress the conformity per case.

During the validity period of the certificate, the product has to be marked as described in Annex 1 of the Rules of the i3 mark – Administrative and legal clauses.

4.3. Modifications

The user of the mark has to inform the Division Certification from ANPI as soon as possible, and at the latest within one month, about every modification with regard to the object(s) of the certification with the exception of modifications to Certified Products.

For modifications to Certified Products, see the procedure in Annex 6.

After having observed the modifications the Division Certification of ANPI announces its decision.

4.4. Follow-up of the certification - surveillance audits

The BENOR-i3-certification is subject to a surveillance procedure carried out by the Division Certification from ANPI. This can be subcontracted under their responsibility.

4.4.1. Duties of the Certificate holder

With respect to the surveillance audits the user of the mark has to:

- announce to the Division Certification from ANPI every modification to his certified Product(s) according to the annexed procedure
- announce to the Division Certification from ANPI all manufacturing- and stock places in Belgium and abroad as well as places of primary storage for imported Products and communicate the distribution network;
- sign a certification convention (model in Annex 2) that authorizes the Auditor mandated by ANPI to carry out the surveillance audits that are foreseen in the certification scheme;
- allows the ANPI representatives access to the places mentioned in the second point of this article at all times
- puts the register of complaints at the disposal of the mandated Auditor. The Certificate holder keeps a register of complaints with a brief and chronological overview of the complaints with regard to the certified Product(s). This register contains: the origin of the complaint, its content. Complementary documents concerning the treatment of the complaint (letter, fax note…) are added to the complaint as an annex.
- An auto-control, this means a control system of the manufacturing put in place by the Manufacturer has to exist. The manufacturer has to note all the results of the auto-control in a register that he keeps up-to-date and is put at the disposal of the organism in charge of the surveillance audits.

4.4.2. Surveillance audits

The surveillances are carried out in order to be sure that the certified Product(s) always comply with the certification requirements.

Practical stipulations of the surveillances are described in annex 5.

In the case that a Certification audit is impossible (i.e. absence of a Product) the user of the mark has to request an additional Certification audit to the Division Certification from ANPI within 30 calendar days. Otherwise he exposes himself to the sanctions foreseen in the Rules of the BENOR-i3 Mark, Administrative and legal clauses.

4.5. Renewal of the Certification

The renewal is done on explicit request of the Certificate holder six months before the expiration of the period during which the authorisation to use the BENOR-i3 mark was granted (expiration validity of the certificate).

On receipt of this request, the authorisation can be renewed according to the applicable BENOR-i3 Rules, excepted in case of retreat of the Product or notice period by ANPI Division Certification.

5. Placing the façade units

The placement itself is not the subject of the present rules that only cover the certification of the Product. However, it is good to draw the attention ono this aspect since it is an indispensable link in the prevention chain. A bad placement could harm the image of the Manufacturer and/or the Certification BENOR-i3. The products have to be placed in conformity with the prescriptions of the Manufacturer. An Attestation of placement should be delivered to the project owner. The certified Products should not be delivered to contractors who do not respect this rule.

Annex 1: Request form for certification and the use of the BENOR-I3 mark

The request forms are revised on a regular basis in order to take into account specific questions.

The latest versions are available at the Division Certification from ANPI (cert@anpi.be) and can be downloaded at www.ANPI.be.

Annex 2: Certification convention

See CERT PROC 017 CERTIFICATION DRAW UP ATTEST 020 CERTIFICATE BENOR-i3 E F N available at the Division Certification of ANPI (cert@anpi.be).

Annex 3: Technical specifications

See separate document

Annex 4: Certificate model

The management of this model is in the hands of the Division Certification ANPI:

CERT PROC 017 CERTIFICATION DRAW UP F ATTEST 004 BENOR-I3 PRODUCT FN

Annex 5: Surveillance stipulations

Subject: Procedure for production surveillance of burglary resistant Façade units

Frequency: 1 surveillance audit per year

The Certification audit is carried out as described in the surveillance procedure:
CERT CAD PROC 021 J Control BENOR-i3 P.

This surveillance comprises visual checks of one of the products of the range. During the entire certification the whole range will have to be checked at least once.

If this Certification audit leads to non-conformities the auditor has the possibility to bring the controlled sample back to ANPI in order to carry out supplementary verifications. The follow-up of this non-conformity is done by ANPI Division Certification.

In function of the results of the corrective actions the following decisions can be taken:

1. maintain the right to use the BENOR-i3 Mark
2. apply a sanction:
    - The warning letter. This letter contains the corrective actions taken by ANPI Division Certification,
    - The temporary prohibition to use the mark awaiting the corrective actions
    - The definitive prohibition to use the mark

In the case that a Certification audit is impossible (i.e. absence of a Product) the user of the mark has to request an additional Certification audit to the Division Certification from ANPI within 30 calendar days. Otherwise he exposes himself to the sanctions foreseen in the Rules of the BENOR-i3 Mark, Administrative and legal clauses

Annex 6: Procedure for notification and acceptance of product modifications

In order to maintain the validity of the certificates delivered by ANPI, ANPI has to be informed about each modification of the product.

ANPI has to be informed and has to approve the modifications before they are implemented. The procedure for the treatment of modifications described underneath has to be applied.

The procedure for treatment of announcements of modifications to Products is described in CERT PROC 023 ADVICE REQUEST F.

Major modifications

Major modifications in the documents, the production process or the Product that could affect the demonstration of conformity to the applicable standards and rules.

Examples of major modifications:

- Changes in component values (dimensions, numbers)
- Changing of component;
- Changing of material into similar or better specifications
- Changing of the documents;
- Changes, even minor, to the profile of the Component that affect the shape or the fixation;
- Changes of materials (e.g.: different material characteristics such as fragility);
- Changes in the characteristics of the digital circuits (e.g.: speed);
- Major changes to the production process (for instance a new production line, an alternative production site);

The Major Modifications have to be announced to the Division Certification.

The department ANPI Division Certification will consult the laboratory in order to determine whether the announcement corresponds to a major modification and whether complementary tests are necessary. The certificate holder is never allowed to implement Major Modifications without the positive advice from ANPI Division Certification.

Minor modifications

Minor modifications in the documents, the production process or the Product that do not affect the demonstration of conformity to the applicable standards and rules.

Examples of minor modifications:

- Correction of writing or typing error;
- Administrative changes to document formats etc.;
- Additional information to assist the production;
- Minor changes in order to improve / update the production process.
- Change to another Manufacturer of Components for not crucial Components;
- Minor changes to the profile (colours);

The certificate holder can group up to 5 minor modifications to the same Product before announcing them and has to announce them at least 1 month before Surveillance audit date of the Product.

The minor modifications can be implemented in the production before having received the advice from ANPI Division Certification. This implementation is the responsibility of the certificate holder.

The ANPI certification division will consult the laboratories in order to determine whether the declaration corresponds to a minor modification and whether complementary tests are necessary.

In case of deviations encountered during the surveillance test by the laboratories, the holder is obliged to provide the proof of the implementation of necessary corrective actions including the Products put on the market.